

NEVADA DEPARTMENT OF CORRECTIONS

ADMINISTRATIVE REGULATION

105

OPERATIONAL PROCEDURES

Supersedes: AR 105 (11.08.04)

Effective date: 06.12.06

AUTHORITY:

NRS 209.131

RESPONSIBILITY

The implementation of this regulation is the responsibility of the Division Heads of the Department of Corrections.

105.1 DEVELOPMENT OF OPERATIONAL PROCEDURES

1. Each Division Head should assign staff in their divisions to write Operational Procedures (OP's) to implement the requirements of AR's which affect their operations.
2. OP's may not supersede AR's and must be consistent with the requirements of AR's.
3. OP's should be developed and reviewed through staff meetings, suggestion programs, and employee meetings. Any staff person may recommend a change to an OP.
4. All OP's should be reviewed and approved by a Deputy Attorney General before implementation.
5. All OP's should be reviewed and approved by the Division Head.

6. The Division Head will maintain a record of all current and prior OP's.
7. All OP's will be designated as either confidential or as a public document by the Division Head, depending on the content of the OP related to security practices.
8. OP's will be published in a format approved by the Director.
9. An OP may be modified by memorandum by the Division Head for a period of 30 days; however, the OP should be rewritten to reflect the modification within that 30-day period.
10.
 - Subsequent memos beyond the 30-day limit to extend the temporary change are not allowed.
11. OP's are to be reviewed by the Division Head every 12 months and either modified or approved as written.

105.2 DISTRIBUTION OF OPERATIONAL PROCEDURES

1. OP's should be distributed to appropriate staff within each Division.
2. All OP's will be available to all division staff in a single controlled location without inmate access.
3. A copy of all OP's designated as public documents will be maintained in the Inmate Law Library.
4. Single copies of all OP's designated as public documents will be made available to the public on request. Multiple-copies must be paid for in advance.

105.03 APPLICABILITY

1. This regulation does require Operating Procedures for each Division, institution and facility.
2. This regulation does require an audit.

REFERENCES:

ACA Standards 3-4004, 3-4013

Glen Whorton, Director

Date